

**USDA**

**YEAR 2000**

**QUARTERLY PROGRESS**  
**REPORT**

**FOR**  
**NOVEMBER 1999**



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## Status of Department of Agriculture Year 2000 Efforts: Quarterly Progress Report for November 1999

### I. Progress on Mission-Critical Systems.

Total Number of Mission-Critical Systems	Number Compliant	Number To Be Replaced	Number To Be Repaired	Number To Be Retired
August Report . . . . . 349	341 97.8%	3 0.8%	0 0%	5 1.4%
November Report . . . . . 343	343 100%	0 0%	0 0%	0 0%

All 343 of USDA's mission-critical computer systems are Year 2000-compliant. In August 1999, USDA reported that 3 systems were scheduled for replacement and 5 systems were scheduled for retirements. The replacements and retirements were completed by October 1, 1999. One of the replacement systems replaced two previous systems.

In the time remaining before the Year 2000 roll-over, the Department will continue to modify and test its business continuity and contingency plans, independently validate and verify its highest priority systems, and work with state partners to ensure that programs are not interrupted, even if glitches do occur.

We have designated 52 of the mission-critical systems as Departmental Priority systems having major impact regarding people's health, safety and finances, or having significant economic impact. A mandatory independent verification and validation is being performed on all departmental priority systems.

### II. Other Progress.

#### A. **Non-Mission Critical Systems:**

The following table breaks down the status of non-mission critical system:

Total Number of Non-Mission Critical Systems	Number Compliant	Number to be Replaced	Number to be Repaired	Number to be Retired
336	333 99%	0 0%	3 1%	0 0%

The following table breaks down the status of non-mission critical systems under repair:

Number of Systems Being Repaired	Assessment Completed	Renovation Completed	Validation Completed	Implementation Completed
3	3 100%	3 100%	3 100%	0 0%

USDA is tracking its non-mission critical systems in the same aggressive manner as it has taken with its mission-critical systems. Status of non-mission critical are being reported weekly to the Secretary and Sub-cabinet officials to ensure management attention has a continued focus on meeting compliance. Two FSIS systems are scheduled to be fully implemented by December 1, 1999, and one Departmental Administration system is scheduled to be fully implemented by December 17, 1999:

1. **FSIS Hotline System:** Renovation of the FSIS Hotline is progressing on schedule and will be completed on December 1, 1999. The Meat and Poultry Hotline database is used to collect, store and report data on consumer food safety information requests and complaints. If the electronic system could not operate for some reason, the Agency could process information concerning Hotline calls manually. It would not be a serious problem, and all calls would continue to be answered.
2. **FSIS Labeling Information System (LIS):** LIS consists of information concerning approval number, approval date, product code, product name, and establishment code for approved foreign and domestic labels. Programming for the renovated LIS has been completed and turned over to the user for testing.
3. **Departmental Administration Warehouse System:** This system consists of two applications: Central Supply Store (CSS and the Consolidated Forms and Publication Distribution Center (CFPDC). Phase I, which was an assessment of the applications and system was completed on September 10, 1999. Phase II is not complete due to a decision to convert the two main applications (CSS and CFPDC) to BARSCAN. The CSS conversion was completed on November 1, 1999. The CFPDC remediation is complete but will not be implemented until December 17, 1999.

## **B. Data Exchanges:**

USDA has inventoried its data exchanges and has identified exchanges with federal, state, local government, private sector, and foreign federal and private partners. USDA is tracking 473 data exchanges representing 1,480 exchange partners. USDA has contacted all exchange partners and agreed-upon date formats have been established. All data exchanges were compliant as of September 1999.

USDA has given particular attention to those data exchanges associated with its high impact programs: Food and Nutrition Programs, Food Safety Inspection Programs, Rural/Farm Loan Assistance Programs, Animal and Plant Health Programs, Fire and Aviation Management and the Federal Employee Payroll and Thrift Savings Plan.

USDA is not just looking at the data exchanges that are directly related to the systems for program delivery, but also the partners involved in end-to-end delivery of services to the public. USDA receives monthly reports from the program areas providing updates on activities and schedules of events, which will assist in achieving Year 2000 compliance.

**C. Telecommunications Systems and Networks:**

Telecommunications Remediation

Since the August 1999 report to OMB, the USDA Telecommunications Departmental Office has been working with Agencies to remediate all telecommunications assets. In the October monthly report to the Chief Information Officer, all agencies have reported that telecommunications systems are 100% compliant. Of the 3854 known routers in the USDA system, 100 % are compliant.

Telecommunications Working Groups

USDA continues to be an active member of the CIO Council Sub-Committee on Working Group on Telecommunications and the President's Council on Year 2000 Conversion.

Other Telecommunications Activities

The USDA Telecommunications Departmental Office worked aggressively with Agencies to successfully manage the transition of all USDA X.25 circuits from non-compliant ATT to Y2K compliant MCI circuits. In addition the Departmental Office has conducted tabletop Business Contingency (Continuity) Plan exercises to identify and resolve any weak areas, development of key contact lists for rapid resolution of problems, and modifying the Y2K Command software to include enhanced telecommunications checklists for rapid problem resolution. Other proactive measures include the installation of high frequency communications to supplement existing communications in Washington, DC, and supplying alternate power to critical telecommunications nodes.

**D/E. Buildings, Biomedical Equipment and Laboratory Devices using Embedded Chips:**

USDA-occupied buildings (owned and leased) are 100% compliant. The USDA Y2K Program Office and Departmental Administration obtained the contractor who has

worked on GSA's Y2K Program for Buildings to assist in this area. The contractor developed and issued Building Contingency Planning guidance for USDA agencies and facilitated sessions with agencies about preparing Building Contingency Planning. All USDA agencies have prepared Building Contingency Plans, which will be part of an agency's local Business Continuity and Contingency Plan and include a checklist to assess building systems on Day One. Agencies will be reporting assessments of their mission-critical buildings to the USDA Y2K Communication Coordination Center over the roll-over period.

Independent verification and validation (IV&V) visits to 13 mission-critical sites identified jointly by USDA agencies and the Department have been completed. Most of these 13 sites are research facilities owned by USDA agencies and that contain scientific equipment with embedded technology. The IV&V evaluated building systems as well as scientific equipment at each facility. The specific facilities visited are listed below:

**Site/Agency Visits Completed**

Plum Island, NY (ARS) - Animal Disease Lab  
Athens, GA (ARS, FSIS) – Poultry Disease Lab  
Gulfport, MS (APHIS) – Lab  
Mexico (APHIS) – Fruitfly/Screwworm Labs  
Guatemala (APHIS) - Fruitfly Lab  
Ames, IA (ARS, APHIS) – Biocontainment Lab  
Madison, WI (FS) – Forest Products Lab  
Mission, TX (APHIS) - Fruitfly Facility  
Waimanalo, HI (APHIS) – Fruitfly Facilities  
Albany, CA (FS) – Research Station  
Albuquerque, NM (FS) – National Forests - Region  
Salt Lake City, UT (FS) Geospatial Technology Center  
Laramie, WY (ARS) – Biocontainment Lab

At each location, the completeness of the facility's building systems and embedded technology inventory was reviewed, the methodology used to determine the Y2K compliance status of the inventory was validated, corrective action strategies were evaluated, and the appropriateness of the facility's contingency and "Day One" provisions relative to these components was determined.

Overall, the results of these IV&Vs showed that all of the facilities have diligently prepared for Y2K and with minor exceptions are Y2K ready. Recommendations included completing site-specific contingency and Day One plans, and conducting tabletop Day One simulations. The visits provided an opportunity to exchange information and ways to assess and achieve Y2K compliance in building systems and embedded technology. At the end of each visit, agencies were briefed on the findings

and all indicated they would start immediately to take action, as needed.

**F. Additional Progress:**

USDA Year 2000 Satellite Broadcast to Farmers and Small Businesses

On November 18 the Cooperative State Research Education and Extension Service (CSREES), in partnership with the Department of Commerce, Iowa State University, and others, will conduct a Year 2000 satellite broadcast targeting farmers and small businesses. The broadcast will encourage producers and small businesses who have not addressed the Year 2000 issue to do so, and will provide them information on where they can go for assistance. John Koskinen, chair of the President's Council on Year 2000 Conversion, visited USDA to tape a brief segment which will air along with the broadcast.

Day One Strategy Group Established for USDA Headquarters: Officials from the Office of the Secretary, the Office of Communications, the Office of the Chief Information Officer, and Departmental Administration have established a group to address Day One strategies associated with the rollover from 1999 to 2000. The group has begun a series of meetings to coordinate strategies, processes and procedures for ensuring access to critical USDA headquarters facilities that support program delivery. The group is addressing safety and health issues for employees involved in rollover events and activities.

USDA Establishes Year 2000 Information Coordination Center: USDA has established a Year 2000 Information Coordination Center to manage reporting on the effects of the Year 2000 computer problem on the Food Supply and USDA operations, throughout the January 1, 2000 rollover. The Center will consolidate information being reported by participating USDA agencies as well as private industry groups in order to present a common, consistent operational picture to the President, the Secretary, and other senior decision-makers. USDA first tested the system on September 9 and November 3 - 4, and will continue testing on December 8 - 9.

Senate Committee on Year 2000 Applauds USDA Led Food Supply Working Group

In its recent report, Investigating the Year 2000 Problem: The 100 Day Report, The Senate Special Committee on the Year 2000 Technology Problem, Chaired by Senator Robert Bennet, applauded the President's Y2K Council Food Supply Working Group. "The Food Supply Working Group, led by the Department of Agriculture, has shed a bright light on the preparedness of the food industry." The report notes that "disruptions will occur, however, the industry is likely to be very responsive in resolving them." Further, "USDA should be commended for its efforts to provide as complete and accurate picture as possible."

### **III. Federally supported, State-run Programs.**

The tables on the following pages depict the status of the Food and Nutrition high-impact programs:

- Food Stamps
- Women, Infants and Children (WIC)
- Child Nutrition



**STATE REPORTED PROGRESS FOR FOOD STAMPS  
OCTOBER 25, 1999**

		SOFTWARE % COMPLIANT NOW & 100 % COMPLIANT DATE		HARDWARE % COMPLIANT NOW : 100 % COMPLIANT DATE		TELECOM % COMPLIANT NOW & 100 % COMPLIANT DATE	
NORTHEAST							
CT	Cert Ltr	C		C		C	
ME	Cert Ltr	C		C		C	
MA	Cert Ltr	C		C		C	
NH	11/99	99%	11/05/99	C		C	
NY	Cert Ltr	C		C		C	
RI	Cert Ltr	C		C		C	
VT	Cert Ltr	C		C		C	
MID-ATLANTIC							
DE	Cert Ltr	C		C		C	
DC	10/99	99 %	10/31/99	C		C	
MD	Cert Ltr	C		C		C	
NJ	Cert Ltr	C		C		C	
PA	Cert Ltr	C		C		C	
VA	Cert Ltr	C		C		C	
WV	Cert Ltr	C		C		C	
VI	12/99	71%	11/06/99	80%	10/31/99	75%	12/06/99
PR	Cert Ltr	C		C		C	
SOUTHEAST							
AL	11/99	94%	11/04/99	C		C	
FL	Cert Ltr	C		C		C	
GA	11/99	61%	11/10/99	C		C	
KY	Cert Ltr	C		C		C	
MS	Cert Ltr	C		C		C	
NC	Cert Ltr	C		C		C	
SC	Cert Ltr	C		C		C	
TN	Clert Ltr	C		C		C	
MIDWEST							
IL	11/99	94 %	11/01/99	90%	11/01/99	C	
IN	Cert Ltr	C		C		C	
MI		C		C		C	
MN		C		C		C	
OH	10/99	C		80% 1	10/31/99	80%	10/31/99

1 Percentage reported represents desktop hardware. Data Center hardware (mainframe, minis and peripherals) are compliant.

WI	Cert Ltr	C	C	C
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Cert Ltr - Certification letter received.C = Indicates Year 2000 Compliant for the States Food Stamp System

### Food Stamps (continued)

SOUTHWEST					
AR	11/99	97%	11/30/99	97 %	11/30/99
LA		C		C	C
NM	Cert Ltr	C		C	C
OK2	11/99	C	41%	11/15/99	C
TX	Cert Ltr	C		C	C
MOUNTAIN PLAINS					
CO		C		C	C
IA		C		C	C
KS		C		C	C
MO		C		C	C
MT		C		C	C
NE		C		C	C
ND	Cert Ltr	C		C	C
SD	Cert Ltr	C		C	C
UT		C		C	C
WY		C		C	C
WESTERN					
AK		C		C	C
AZ	Cert Ltr	C		C	C
CA		C		C3	C
HI	Cert Ltr	C		C	C
ID	Cert Ltr	C		C	C
NV	Cert Ltr	C		C	C
OR	Cert Ltr	C		C	C
WA	Cert Ltr	C		C	C
GU	10/99	70 %	10/31/99	70 %	10/31/99

C = Indicates Year 2000 Compliant for the States Food Stamp System.

Cert Ltr - Certification letter received.

2 Oklahoma will install new Y2K compliant workstations rather than renovate old ones. The date of 11/15/99 reflects final installation of these new workstations. State says they will meet deadline.

3 C = Reported by telephone.

**STATE REPORTED Y2K PROGRESS FOR WIC  
OCTOBER 25, 1999**

		SOFTWARE % COMPLIANT NOW & 100 % COMPLIANT DATE	HARDWARE % COMPLIANT NOW & 100 % COMPLIANT DATE	TELECOM % COMPLIANT NOW & 100 % COMPLIANT DATE
<b>NORTHEAST</b>				
CT	Cert Ltr	C	C	C
ME	Cert Ltr	C	C	C
MA	Cert Ltr	C	C	C
NH	Cert Ltr	C	C	C
NY	Cert Ltr	C	C	N/A
RI	Cert Ltr	C	C	C
VT	Cert Ltr	C	C	C
<b>MIDATLANTIC</b>				
DE	Cert Ltr	C	C	C
DC	Cert Ltr	C	C	C
MD	Cert Ltr	C	C	C
NJ	11/99	98% 11/30/99	C	C
PA	Cert Ltr	C	C	C
VA4	Cert Ltr	C	C	C
WV	10/99	95% 10/29/99	95% 10/29/99	C
VI	Cert Ltr	C	C	C
PR	Cert Ltr	C	C	C
<b>SOUTHEAST</b>				
AL5	11/99	90% 11/19/99	99% 11/19/99	C
FL	Cert Ltr	C	C	C
GA6	11/99	C	99.5% 11/01/99	C
KY	Cert Ltr	C	C	C
MS	Cert Ltr	C	C	C
NC	Cert Ltr	C	C	C
SC	Cert Ltr	C	C	C
TN	Cert Ltr	C	C	C

4 Cert Ltr – Stronger certification letter requested.

5 Alabama is implementing a new statewide health system call PHALCON that includes WIC. Full implementation is scheduled for completion in November, 1999. A task group, including Regional FNS staff, was formed to work on a comprehensive contingency plan and all clinic staff was trained on this plan in the statewide training that was held on Sept. 8-10,1999.

6 Georgia is implementing a new health system called AEGIS. Full implementation is not expected until after Jan. 2000. All current systems have now been checked for Y2K compliance and there are no applications that distribute WIC benefits to clients that are not ready. Since districts and counties do not have to utilize the state system to administer WIC, there are 4 other state systems. An intricate contingency plan has been formulated should other systems fail or the new AEGIS system fails to be implemented.

MIDWEST			
IL	10/99	98% 10/31/99	C C
IN7	Cert Ltr	C	C C
MI	Cert Ltr	C	C C
MN	Cert Ltr	C	C C
OH	Cert Ltr	C	C C
WI	Cert Ltr	C	C C

Cert Ltr – Certification letter received

C = Indicates Year 2000 Compliant for the States WIC System.

### WIC (continued)

SOUTHWEST			
AR	Cert Ltr	C	C C
LA		C	C C
OK	11/99	95 % 11/30/99	85% 11/30/99 C
TX		C	C C
NM	Cert Ltr	C	C C
MOUNTAIN PLAINS			
CO	Cert Ltr	C	C C
IA	Cert Ltr	C	C C
KS	Cert Ltr	C	C N/A
MO	Cert Ltr	C	C C
MT	Cert Ltr	C	C C
NE	Cert Ltr	C	C C
ND	Cert Ltr	C	C N/A
SD	Cert Ltr	C	C C
UT	Cert Ltr	C	C C
WY	Cert Ltr	C	C C
WESTERN			
AK	Cert Ltr	C	C C
AZ	Cert Ltr	C	C N/A
CA	Cert Ltr	C	C C
HI	Cert Ltr	C	C C
ID		C	C C
NV	Cert Ltr	C	C C
OR		C	C C
WA	Cert Ltr	C	C C
GU		C*	C C

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7 Viking has certified that the WIC system is Y2K compliant. No Cert Letter(s) have been received for hardware or telecom.

C = Indicates Year 2000 Compliant for the States WIC System.  
N/A = NOT APPLICABLE (Telecommunications not used for system).  
Cert Ltr – Certification letter received  
C\* = Reported by telephone.

**STATE REPORTED Y2K PROGRESS FOR CHILD NUTRITION  
OCTOBER 25, 1999**

		SOFTWARE % COMPLIANT NOW & 100 % COMPLIANT DATE	HARDWARE % COMPLIANT NOW & 100 % COMPLIANT DATE	TELECOM % COMPLIANT NOW & 100 % COMPLIANT DATE
<b>NORTHEAST</b>				
CT	Cert Ltr	C	C	C
ME	Cert Ltr	C	C	C
MA	Cert Ltr	C	C	C
NH	Cert Ltr	C	C	C
NY	Cert Ltr	C	C	N/A
RI	Cert Ltr	C	C	C
VT	Cert Ltr	C	C	C
<b>MIDATLANTIC</b>				
DE	Cert Ltr	C	C	C
DC	Cert Ltr	C	C	C
MD	10/99	98% 10/29/99	C	C
NJ8	Cert Ltr	C	C	C
PA	Cert Ltr	C	C	C
VA	Cert Ltr	C	C	C
WV	Cert Ltr	C	C	C
VI	Cert Ltr	C	C	C
PR	Cert Ltr	C	C	C
<b>SOUTHEAST</b>				
AL	11/30/99	C	95% 11/30/99	C
FL	Cert Ltr	C	C	C
GA	Cert Ltr	C	C	C
KY	Cert Ltr	C	C	C
MS		C	C	C

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8 MARO has requested a stronger Certification Letter.

NC	C	C	C
SC Cert Ltr	C	C	C
TN Cert Ltr	C	C	C
MIDWEST			
IL Cert Ltr	C	C	C
IN	C	C	C
MI	C	C	C
MN	C	C	C
OH	C	C	C
WI	C	C	C

Cert Ltr - Certification letter received.

C = Indicates Year 2000 Compliant for the States Child Nutrition System.

### CNP (Continued)

SOUTHWEST			
AR 10/99	90% 10/30/99	C	C
LA	C	C	C
NM 11/99	96% 11/30/99	95% 11/30/99	C
OK Cert Ltr	C	C	C
TX	C	C	C
MOUNTAIN PLAINS			
CO	C	C	C
IA	C	C	C
KS	C	C	C
MO 10/99	95% 10/30/99	75% 10/30/99	95% 10/30/99
MT	C	C	C
NE	C	C	C
ND	C	C	C
SD	C	C	C
UT	C	C	C
WY	C	C	C
WESTERN			
AK	C*	C*	C*
AZ Cert Ltr	C	C	C
CA	C	C	C
HI	C	C	C
ID Cert Ltr	C	C	C
NV	C	C*	C
OR 10/99	50% 10/31/99	95% 10/31/99	85% 10/31/99
WA	C	C	C
GU	C*	C*	C*

C = Indicates Year 2000 Compliant for the States Child Nutrition System.

N/A = NOT APPLICABLE (Telecommunications not used for system).  
Cert Ltr - Certification letter received.  
C\* = Reported by telephone.

#### IV. High Impact Plans.

GAO Releases Report on Year 2000 Readiness of USDA High Impact Programs: On September 30, the General Accounting Office (GAO) released its report the Year 2000 readiness of USDA's OMB designated "High Impact" Programs. GAO reported that USDA's lead agencies, the Food and Nutrition Service (FNS) and the Food Safety Inspection Service (FSIS), have made progress towards ensuring the readiness of the Food and Nutrition Programs (Food Stamps, Child Nutrition, and Special Supplemental Nutrition for Women, Infants and Children) and the Food Safety Program. At the same time, GAO recommended that the Department, together with OMB, continue identifying and working with State, Federal, and International partners to ensure the Year 2000 readiness of our nation's food supply.

##### Food Safety

The following table and narrative address the Food Safety high impact program:

Agency/ Program	Partners for Program Delivery	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations Between Partners	Have Complementary Business Continuity and Contingency Plans been Developed? If Not, When?	Date which Program Event Announcing Completed Process will be Scheduled.
<b>FSIS:</b> Food Safety Inspection	States with inspection programs equal to that of FSIS.  Food and Drug Administration	Contact States and obtain information on their readiness June 1999.  Include Y2K readiness in Agency discussions with State programs about inspection operations May-Dec. 1999  Share Y2K planning guidance and other planning materials with the States and industry June-Sep. 1999.  Further develop and test the FSIS BCCP and share the products and results with the State programs May-Sep. 1999  Continually share Y2K information with the States and industry May-Dec. 1999.	FSIS will share its independent testing results with the State programs when they are available.	FSIS will use State and industry plans it receives, to the extent such information is useful.	FSIS does not really have "system operations between partners" with regard to the States and industry. One or more exercises involving them may be held. The Agency's Y2K compliance actions will be announced as they are completed.

##### Steps which FSIS has taken to convene its partners:

The Director of the FSIS Federal-State Relations Staff (FSRS) meets with the Directors of the State inspection programs periodically, and communicates with them by telephone. A letter was sent August 20 from FSIS to the Directors of the State programs, stressing the federal government's focus on the Y2K readiness of high impact programs. It asked them for copies of



their BCCP plans and for further information to supplement their responses to the Agency's June 18 letter, regarding computer testing/certification and laboratory readiness. The Directors have also been asked whether they have contacted their plants concerning Y2K. The responses to the August 20 letter have been received and analyzed. All 25 States are or soon expect to be Y2K ready. Almost all have a BCCP and many have provided a copy to FSIS for our information. Most have sent letters to the plants in their programs. The computers used by the States for the PBIS system or its equivalent are Y2K compliant. A follow up letter has been drafted to the states that have not sent a BCCP to FSIS. It asks them to complete their planning and send FSIS their plan by November 17.

Conference calls have been held between FSIS and FDA to discuss the high impact program Food Safety Inspection, Food Supply Working Group activities, the need to contact foreign countries regarding food safety, and a variety of food safety inspection issues.

FSIS has consulted with FDA on its Y2K preparedness. FDA's mission critical systems and its non-mission critical systems are Y2K compliant and have been verified.

A cable was sent to the foreign countries maintaining inspection programs equivalent to that administered by FSIS, informing them of the Agency's Y2K concerns. The cable describes Y2K actions that FSIS has taken and it asks the countries to respond with information about their program's Y2K readiness, contingency plans, and outreach activities. It also indicates that FSIS expects that inspection officials in countries exporting to the United States will assure that only products meeting U.S. requirements are certified for export to the United States. Responses from most countries have been received.

FSIS has obtained the BCCP's of the Food and Drug Administration, the Centers for Disease Control and Prevention, the Animal and Plant Health Inspection Service, and the National Marine Fisheries Service. The Agency will also obtain the BCCP of the Agricultural Marketing Service. FSIS will also provide its BCCP to these organizations. These documents will inform the planning of these agencies.

#### **Status of partner Y2K complementary contingency plans**

The revised FSIS BCCP has been transmitted to the Department, including the section on BCCP testing and the Day 1 Plan. FDA has a high-level BCCP and local BCCP provisions are being prepared.

#### **Beginning and ending dates for testing system operations between partners**

FSIS will share its independent testing results with the State programs and FDA when they are available. There are no electronic data system exchanges between FSIS and the State programs or other government agencies.

#### **Additional steps which have been taken to assure uninterrupted**

The status of FDA Year 2000 efforts for the High Impact Program, Food Safety Inspection, is

as follows.

**FDA Regulated Products Activities:**

- Sent cable to all countries (54 countries, plus the European Union and World Trade Organization participants) that export significant quantities of FDA-regulated food products to the U.S. The cable reminds them of the need for them to be Y2K-ready, and asks for information about their status in preparation for potential Y2K operational problems among their food regulatory organizations.

Update – State Department issued cable on or about October 20, 1999. American Embassy posts in recipient countries have started forwarding that country's responses to FDA via State Department.

- Initiated Y2K telephone hotline for consumer inquiries about all FDA-regulated products, including foods.

Update – Hotline is operational with increasing consumer inquiries. It has been publicized on FDA's Y2K internet web site, and in the "FDA Consumer" magazine, November-December 1999 issue.

- Participation on the President's Council Food Supply Working Group, chaired by USDA.

Update – Ongoing, with final report in preparation.

- Consumer-directed message addressing FDA's assessment of food industry status of potential Y2K-based food safety problems occurring at millennium rollover.

Update – The "FDA Consumer" magazine feature article is in the November-December, 1999 issue. Reprints will be available for wider distribution.

- FDA Communications with State food regulatory agencies on Y2K issues.

FDA's Division of Federal/State Relations has compiled an information package describing all FDA Centers' Y2K activities and the Agency's Y2K response plan, and is preparing to send it to all states. A 50-state conference call to discuss the FDA's Emergency Operations Center has been arranged for November 30, 1999. DFSR's contractor is determining each state's Y2K contact/coordinator and telephone numbers for each state's emergency center, if they have one. This information will be shared with all FDA field and headquarters Y2K contacts.

A presentation, "FDA and Y2K", by CFSAN's Director of Industry Activities was made at the Southeastern Region FDA Food Conference on October 20, 1999 in Gulfport, MS discussing the Agency's food safety Y2K activities, accomplishments,

and the importance of state assistance in addressing potential Y2K-generated problems.

Update – DFSR activities will be completed by November 30, 1999,

- Establish Emergency Operations Center

FDA's Division of Emergency and Inspection Operations has established the EOC. They will conduct an FDA-wide test, with all Centers participating, to validate the Agency's readiness to handle all situations that could jeopardize FDA-regulated product safety. The EOC will operate throughout the millennium rollover. It will be FDA's interface to the President's Council Information Coordination Center.

Update – Test scenarios, covering all FDA-regulated products, have been prepared, and the contractor will conduct the FDA-wide readiness test on November 9, 1999.

### **Food and Nutrition High Impact Program**

The tables in Attachment 1 outline the plans and accomplishments for the Food and Nutrition high impact programs.

## **V. Change Management and Verification Efforts.**

### **Change Management**

USDA's information technology moratorium is the driving force being utilized to minimize changes to our internal systems. In November 1996, an information technology (IT) acquisition moratorium was invoked so that USDA could improve management of technology. The moratorium applied to IT acquisitions over \$250,000 except for:

- Renewals of existing contracts for mission-critical maintenance and leases;
- Support services contracts for "existing" mission-critical hardware, software and applications, including Year 2000 compliance; and
- IT acquisitions by organizations other than USDA agencies but funded by USDA grants (state governments).

In August 1997, Secretary Glickman modified the moratorium to ensure agencies focused on achieving Year 2000 compliance. He directed agencies to produce an acceptable Year 2000 conversion plan and to demonstrate progress on plan implementation before requesting a waiver to the moratorium. The moratorium was modified so that it applied to IT acquisitions over \$25,000 and waivers would be granted only for: 1) acquisitions related to Year 2000 compliance or 2) emergencies. Congress added emphasis to the acquisition moratorium by inserting language in the Appropriation Act for Agriculture, Rural Development, Food and Drug Administration and Related Agencies for Fiscal Years (FY) 1998, 1999 and 2000. The funding bills directed that the Executive Information Technology Investment Review Board (EITIRB) must concur on the use of and the CIO must approve expenditure of funds by the Department of Agriculture (USDA) agencies for new information technology (IT) systems and significant upgrades.

Only emergency requests or Year 2000-related activities are being considered for approval. The moratorium has a review process which crosses all areas of information technology for analysis and review by subject area experts as well as the Year 2000 Program Office. The moratorium review encompasses a stringent look at requests that may impact an already compliant environment. Each approved request is tracked and monitored. This effort is complemented by each agency enforcing its internal change management and quality assurance practices.

### **Verification Efforts**

As of October 31, 1999 USDA has completed efforts of reviewing the testing procedures and documentation of the 52 Departmental Priority Systems by an independent contractor. The results of findings were provided to the respective agencies for review and corrections.

USDA has used two different contractors to independently review more than 50 million lines of code relating to its departmental priority mission critical systems. In order to validate that

identified errors were corrected appropriately, and to ensure no new errors were introduced, some code has been resubmitted for re-validation. USDA is actively monitoring the status of mission critical systems to ensure that they will continue to function and support program delivery.

#### On-going Testing

USDA has an ongoing process for Year 2000 testing. For example, the National Information Technology Center continues to maintain a forward date testing mainframe environment. Individual agencies continue to use the facility to conduct integration, end-to-end, and retesting of key systems.

## **VI. Regulatory Review..**

In accordance with Departmental Regulation 1512-1, "Regulatory Decisionmaking Requirements", the Information Management Division within the Office of the Chief Information Officer reviews all significant or economically significant regulatory actions to:

Ensure agency compliance with the Paperwork Reduction Act of 1995; and  
Assist agencies with the identification of information collection and recordkeeping requirements and with the submission of information collections requests for OMB approval.

In light of concerns related to USDA agency and industry preparedness for the Year 2000, the Chief Information Officer also requires the Year 2000 Program Office to review rulemakings submitted for clearance to determine if there would be a potentially negative impact on the agencies or regulated entities ability to complete Year 2000 remediation. Regulations that have Year 2000 impact on compliant systems may receive approval based on an effective date which is in the Year 2000.

Both of these OCIO organizations work together to ensure regulatory reviews are completed in a timely manner and any concerns or issues are resolved prior to the rulemaking being forward to the Chief Information Officer for clearance.

## **VII Business Continuity and Contingency Plans (BCCPs).**

All Mission Areas met the requirement to have developed and submitted a copy of their BCCPs to the OCIO for review by October 30, 1998. Since that time, the focus has been on working to improve the overall quality of the plans. Specific guidance documents covering supplemental information, rehearsal (testing), Day One strategies, and local BCCP development have been published. The guidance covers contingency planning at both the National and Local level.

This documentation has been augmented with written reviews and discussions to address Plan strengths and weaknesses. Quarterly updates document improvements and appropriate revisions to the Plans. All BCCPs were required to have scheduled test plans with completion of testing by September 30, 1999.

### **Local Continuity Planning**

USDA is taking necessary measures to ensure that mission areas and agencies have local continuity and contingency Plans at their field, regional, service centers, and laboratory locations. All Mission Areas with field based offices have been instructed that they must ensure that plans are developed.

### **BCCP and Continuity of Operations (COOP) Planning Efforts**

The Y2K Program Office and COOP Team have been working together since the beginning of the USDA COOP initiative. OCIO/Y2K staff have participated in COOP training and weekly COOP meetings. In addition, the COOP representative also attends the monthly Y2K Executive Sponsors and BCCP Coordinators Meetings.

The Y2K BCCP Program Manager participated as an observer in the development and testing of the COOP and BCCP test plans and testing exercises are coordinated with the COOP office.

In preparation for event management during the century rollover, the Y2K Program Office has identified the Emergency Operations Center as the site for the USDA Information Coordination Center, with support and assistance from the Crisis Management Team and COOP staff.

On October 15, 1999, USDA submitted the latest version of its Year 2000 Business Continuity and Contingency Plan (BCCP) to the Office of Management and Budget (OMB).

## **VIII Other Management Information.**

**A. Estimates of costs associated with year 2000 remediation**

Fiscal Year	1996	1997	1998	1999	2000	Total
Current Cost	\$2.5	\$15.1	\$63.6	\$92.7	\$9.8	\$183.7

**B. Please identify any costs within these estimates which are not covered by base funds and/or emergency funds that have already been released.**

**C. If there have been dramatic changes in cost, please explain.**

FY 1999 costs were augmented by \$4.4 million in supplemental funding which was received since the last report.

**D. Describe any concerns with availability of key personnel, including ensuring that key staff will be available during the weeks before and after the transition to the year 2000.**

There are no changes from last report.

**E. Describe any problems that are affecting progress.**

There are new problems which are affecting USDA's progress.

**Attachment 1: FNS High Impact Programs**  
**October 29, 1999**

**Food and Nutrition Service**  
**Abstract of Plan for Assuring the Year 2000 Readiness of High Impact Federal Programs**

Program	Partners for Program Delivery	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations Between Partners	Have Complementary and Business Continuity Plans been Developed? If not, why?	Date that Program Event Announcing Completed Process will be Scheduled
<b>Food Stamp (FSP)</b>  <b>Women, Infants and Children (WIC)</b>  <b>Child Nutrition (CN)</b>	<b>All states and territories with Automated Data Processing (ADP) Systems</b>	<p style="text-align: center;"><u><b>January, 1999</b></u></p> <p>Sent follow-up memorandum to Regional Administrators to share with the States on Y2K requirements.</p>	<p>FNS does not participate in state Y2K testing activities. State testing methodologies and results are being examined by the FNS Y2K technical support contractor as needed.</p> <p>FNS has retained the services of Science Applications International Corporation (SAIC) to provide technical support services in the form of analytical, technical, and oversight of state Y2K activities. SAIC is working closely with FNS headquarters and regional staff in assessing and monitoring the status of state agencies and providing technical advice as needed.</p>	<p>All states have been requested to submit either a Y2K Certification Letter or a Contingency Plan.</p> <p>FNS met with the Undersecretary for Food, Nutrition, and Consumer Services on Friday, June 18, 1999, regarding the process for collecting Certification Letters and Contingency Plans. Further action regarding this issue will be based on June state activity report results which will be published mid July.</p> <p>The Undersecretary for Food, Nutrition, and Consumer Services will address FNS senior managers on July 1-2, 1999 regarding state Certification Letters and Contingency Plans. FNS is working closely with states to insure they have</p>	<p>FNS reports individual state compliance activity on a quarterly basis to the USDA OCIO.</p> <p>After submission of the June report, individual state compliance activity will be reported to the USDA OCIO on a monthly basis.</p>



				<p>viable Contingency Plans in place.</p> <p>Contingency Plan reviews are being conducted by the FNS Y2K technical support contractor, SAIC, as needed, to identify any operational issues.</p>	
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Program	Partners for Program Delivery	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations Between Partners	Have Complementary and Business Continuity Plans been Developed? If not, why?	Date that Program Event Announcing Completed Process will be Scheduled
		<p><b><u>February 1999</u></b></p> <p>Received Supplemental funding for technical assistance to states for FSP, WIC, and CN.</p>			
		<p><b><u>April 1999</u></b></p> <p>Request Certification of compliant systems.</p>			
		Request Contingency Plans of systems that are not compliant.			
		Contract Award for assistance in providing guidance and technical assistance to states for FSP, WIC, and CN.			
		Prioritized states according to risk (high, medium and low) based on state of Y2K efforts.			
		Conference call with FNS Regional Offices to discuss Y2K technical			

		services.			
		Begin visits to states (multiple states per visit)			

Program	Partners for Program Delivery	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations Between Partners	Have Complementary and Business Continuity Plans been Developed? If not, why?	Date that Program Event Announcing Completed Process will be Scheduled
		<p style="text-align: center;"><b><u>May 1999</u></b></p> <p>Provide reports on state activity.</p> <p><input checked="" type="checkbox"/> The following state visits were conducted during the week of  <b>May 2, 1999:</b>  <b>Alabama (WIC)</b>  <b>Puerto Rico (WIC &amp; CN)</b></p> <p style="text-align: center;">(See Attachment 2 of the Y2K Progress Report)</p> <p><input checked="" type="checkbox"/> The following state visits were conducted during the week of  <b>May 16, 1999:</b>  <b>Washington D.C. (FSP)</b>  <b>Hawaii (CN)</b>  <b>Georgia (WIC)</b></p> <p style="text-align: center;">(See Attachment 2 of the Y2K Progress Report)</p> <p><input checked="" type="checkbox"/> The following state visits were conducted during the week of  <b>May 23, 1999:</b>  <b>Guam (FSP &amp; WIC)</b>  <b>Rhode Island (FSP)</b></p> <p style="text-align: center;">(See Attachment 2 of the Y2K Progress Report)</p> <p><input checked="" type="checkbox"/> The following state visit was</p>			

		<p>conducted during the week of  <b>May 30, 1999:</b>  <b>Oklahoma (FSP)</b></p> <p>(See Attachment 2 of the Y2K  Progress Report)</p>			
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Program	Partners for Program Delivery	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations Between Partners	Have Complementary and Business Continuity Plans been Developed? If not, why?	Date that Program Event Announcing Completed Process will be Scheduled
		<p><b><u>June 1999</u></b></p> <p>Provide reports on state activity.</p> <p><input checked="" type="checkbox"/> The following states visit were conducted during the week of <b>June 6, 1999:</b>  <b>West Virginia (WIC)</b>  (See Attachment 2 of the Y2K Progress Report)</p> <p><b>Oregon (CN)</b>  <u>Visit results will be available pending FNS internal review and approval.</u></p> <p><input checked="" type="checkbox"/> The following state visit</p>			

		<p>was conducted during the week of</p> <p><b>June 13, 1999:</b> <b>New Hampshire (WIC &amp; FSP)</b></p> <p><b>(See Attachment 2 of the Y2K Progress Report)</b></p> <p><input checked="" type="checkbox"/> The following state visits were conducted during the week of</p> <p><b>June 20, 1999:</b> <b>Iowa (WIC)</b> <b>Maine (FSP)</b> <b>(See Attachment 2 of the Y2K Progress Report)</b></p> <p><b>South Carolina (FSP)</b> <u>Visit results will be available pending FNS internal review and approval.</u></p>			
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Program	Partners for Program	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations	Have Complementary and Business Continuity	Date that Program Event Announcing
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	Delivery		Between Partners	Plans been Developed? If not, why?	Completed Process will be Scheduled
		<p><b>June 1999 (con't)</b></p> <p><input checked="" type="checkbox"/> The following state visits were conducted during the week of <b>June 27, 1999:</b></p> <p><b>Texas (FSP &amp; CN)</b> (See Attachment 2 of the Y2K Progress Report)</p> <p><b>Massachusetts (FSP)</b> <u>Visit results will be available pending FNS internal review and approval.</u></p> <p><b><u>July 1999</u></b></p> <p>Provide reports on state activity.</p> <p><input checked="" type="checkbox"/> The following state visit was conducted during the of <b>July 4, 1999:</b></p> <p><b>Alabama (FSP)</b> <u>Visit results will be available pending FNS internal review and approval.</u></p> <p><input checked="" type="checkbox"/> The following state visits were conducted during the</p>			

		<p>week of</p> <p><b>July 11, 1999:</b></p> <p><b>Missouri (WIC &amp; FSP)</b>  <b>(See Attachment 2 of the</b>  <b>Y2K Progress Report)</b></p> <p><b>Georgia (FSP)</b>  <u>Visit results will be available</u>  <u>pending FNS internal review</u>  <u>and approval.</u></p> <p><b>Oklahoma (WIC)</b>  <b>(See Attachment 2 of the</b>  <b>Y2K Progress Report)</b></p>			
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Program	Partners for Program Delivery	Milestone Schedule for Key Plan Activities	Beginning and Ending Dates for Testing System Operations Between Partners	Have Complementary and Business Continuity Plans been Developed? If not, why?	Date that Program Event Announcing Completed Process will be Scheduled
		<p><b><u>July 1999 (con't)</u></b>  The following visit was conducted for following state:  <b>July 18, 1999:</b>  <b>Texas (WIC)</b>  (See Attachment 2 of the <b>Y2K Progress Report</b>)  <input checked="" type="checkbox"/> The following state visits were conducted during the week of  <b>July 25, 1999:</b>  <b>South Dakota (WIC)</b>  <b>North Carolina (FSP)</b>    (See Attachment 2 of the <b>Y2K Progress Report</b>)    <b><u>August 1999</u></b>  Provide reports on state activity.  <input checked="" type="checkbox"/> The following visit was conducted for following state:  <b>August 16 – 19, 1999:</b></p>			



		<p><b>Illinois (FSP &amp; WIC)</b>  <b>(See Attachment 2 of the Y2K Progress Report)</b></p> <p>The following visit was conducted for following state:  <b>August 30 – 31, 1999:</b>  <b>North Carolina (WIC)</b>  <b>(See Attachment 2 of the Y2K Progress Report)</b>  <b>September 1999</b>  Provide reports on state activity.</p> <p><input checked="" type="checkbox"/> The following visit was conducted for following territory:  <b>September 14 – 15, 1999:</b>  Navajo Nation (WIC)  The following visit was conducted for following territory:  <b>September 21 – 23, 1999:</b>  <b>Virgin Islands (FSP)</b></p>			
		<p><b><u>December 1999</u></b>  Target date for completion of state activity by FNS.</p>			